



Aqduş Satti

Senior Procurement Officer

An ambitious creative professional looking to gain role of a Executive, Inventory Management, Procurement in an organization that would make use of existing abilities and help in professional development. Result driven and hardworking individual with a proven track record of reducing costs and ensuring that the company enjoys a competitive edge vis-à-vis competitors by getting best quality, price and terms from suppliers.

✉ aqdassatti.official@gmail.com

☎ 0305-5218007

📍 Islamabad

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WORK EXPERIENCE

Senior Procurement Officer Attock Refinery Limited

03/2017 - Present

Rawalpindi

Achievements/Tasks

- Arranging sealed quotes from local market, preparing comparative statements, vetting all the quotes technically and commercially, placing of purchase orders to technically acceptable and lowest bidders. Keeping an eye on inventory and reorder level, follow ups till delivery, responsible to minimize the lead time & rejection rate and avail discounts also in above procurement process.

Contact: Mr. Mohsin Ali Sadiq (Sr.Executive Procurement) -
0334-8537150

Senior Office Assistant 100 Rifles Security Services Pvt Ltd

04/2015 - 03/2017

Rawalpindi

Achievements/Tasks

- Interacts with clients, visitors, and vendors, Sorts and distributes incoming mail, Preparing the salaries of staff, Maintains accurate records and enters data Assists with organising events when necessary.

EDUCATION

Masters in Banking & Finance Federal Urdu University of Arts, Science & Technology, Islamabad

03/2015 - 04/2018

Islamabad

Bachelors in Commerce Quaid-i-Azam University, Islamabad

03/2013 - 04/2015

Islamabad

Intermediate in Commerce Fauji Foundation College

2010 - 2012

Rawalpindi

Matriculation in Science Tameer e Millat School of Excellence

2008 - 2010

Rawalpindi

TECHNICAL SKILLS

Maximo

Microsoft Office

Oracle

Sourcing

Inventory Management

Procurement

First Aid

Supply Chain Management

Lead Time

Purchasing

Reorder Level

Negotiation

Demand Forecasting

Cost Management

Vendor Management

Risk Management

Financial Accounting

Customer Relationship Management

SOFT SKILLS

— **Critical Thinking**
Analytical Problem Solving

— **Presentation Skills**
Business Communication

— **Confidence**
Multitasking

VOLUNTEER EXPERIENCE

Save The Humanity (03/2015 - Present)

Member

LANGUAGES

English



Urdu



INTERESTS

Tv Shows

Cricket

Browsing

Seasons

Sports

Gardening

Tree Plantation

Tourism